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28 November 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week
Ending 28 November 1975

* 1. Co-op Program: The Coordinator for Cooperative Programs visited the John Hopkins School of Advanced International Studies on 18 and 19 November where he interviewed 26 students for the Summer Intern Program. Everyone was extremely cordial and there were no incidents. However, there were anti-CIA pamphlets on each table in the dining room and in the lounge on Tuesday, the 18th. On the morning of the 19th, the pamphlets had all been removed. (Black Book possibility.)

2. Recruitment for Office of Communications: Commo officers representing the various panels of that office met with Recruitment Division officers on 21 November to discuss Commo recruitment needs for CY 1976. During CY 1976, they project a need for 45 telecommunications specialists (classes in April and October) and 30 electronic technicians. They are interested in minority input in these categories, to include female telecommunications specialists, but they foresee no relaxation of their Morse Code requirement, which calls for sending and receiving ability, currently at 12 wpm.

3. External Employment Activity:

25X1A a. At the recent Retirement Information Seminar two representatives of an employment agency talked on the prospects and problems of post-retirement employment. On the afternoon of Thursday and all day on Friday they interviewed about 20 of EEAB's clients. In follow-up conversations with Messrs. [redacted] of EEAB, these representatives stated that they were very impressed with the calibre of the CIA retirees who are looking for other employment.

b. At the Seminar a questionnaire designed to elicit information concerning employment aims after retirement was distributed. Of the audience of approximately 230, a total of 81 responses were received. These responses disclosed that among other things 28 plan to retire within a year and 25 plan to aim for full second careers.

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4. Summer-Only Program: The Chief, Clerical Staffing Branch reports that as of 21 November two completed applications have been received for summer-only employment.

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5. New Officer for IC Staff: [REDACTED] USA, reported in this week for applicant processing. He is being processed for detail to the Intelligence Community Staff. It is anticipated that he will enter on duty in early January 1976. (Black Book possibility.)

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6. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED]

7. Combined Federal Campaign: As of close of business on Friday, 21 November, \$156,604.17 had been pledged to CFC, or 53.8 percent of the Agency's goal -- 53.14 percent of the pledge cards have been returned.

8. Health Benefits Insurance Changes: As a result of the open season which began on 15 November, the Underwriting Section has received 70 actions for enrollment or changes in the Federal Employee Health Program. An analysis of these actions is attached.

9. Suggestion Awards: Chairman, Suggestion and Achievement Awards Committee approved 17 suggestion case recommendations for total awards of \$1,750. Office of assignment awardees and the amounts earned for their improvements are as follows:

DDA

OC	-	1	-	\$175
OTR	-	1	-	\$100
OP	-	1	-	\$ 75
OL	-	1	-	\$ 75
OL	-	1	-	\$100
OL	-	1	-	\$110
OS	-	1	-	\$ 50

DDI

CRS	-	1	-	\$ 75
CRS	-	1	-	\$140
[REDACTED]	-	1	-	\$225

DDO

EA	-	1	-	\$ 25
ISG	-	1	-	\$100
ISG	-	1	-	CA

DDS&T

NPIC	-	1	-	\$200
NPIC	-	1	-	\$125
NPIC	-	1	-	\$ 50
OTS	-	1	-	\$125

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Coming Events:

1. We will continue with our collation of APP's.
2. We will continue our review of positions relative to their exempt/non-exempt status under the Fair Labor Standards Act.



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Acting Director of Personnel

Att

Dist:

- 0 & 1 - Add
- 1 - DD/Pers/SP
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- 1 - DD/Pers/P&C
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OD/Pers/[redacted]:jmm (28 Nov 75)

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ANALYSIS OF ACTIONS RECEIVED AS OF 21 November 1975

	<u>NEW APPLICATIONS</u> <u>23</u>	<u>CHANGES</u> <u>47</u>	<u>EFFECT ON TOTAL ENROLLMENT</u>
SERVICE BENEFIT PLAN	9	Net Loss of 3	+ 6
ASSOCIATION BENEFIT PLAN	11	Net Gain of 2	+13
INDEMNITY BENEFIT PLAN	2	Net Loss of 2	0
UNIVERSITY AFFILIATED PLAN	0	Net Gain of 4	+ 4
GROUP HEALTH ASSOCIATION	1	Net Loss of 1	0